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ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 30 June 1969

NOTICE NO.
LN 30-16

LN 30-16
FINANCIAL ADMINISTRATION
23 December 1968

SUBJECT : Program Call FY 1971 - FY 1975

REFERENCE: Memo dtd 13 December 1968 to Multiple Addressees from DD/S,
subj: The FY 1971-75 Program Call

1. This notice contains instructions for the submission of budgetary data by Office of Logistics (OL) components covering the period FY 1969 through FY 1975. The present tight fund and manpower ceilings will continue through FY 1971. This fact should be kept in mind when preparing your estimates.

2. Dollar values should be based on actual or estimated costs of programs and should be developed to identify (1) those activities and financial obligations which are nonrecurring or will be discontinued, and (2) new activities and financial obligations. Attached is a format which should be used for the submission of data as outlined in paragraph 4.c. below.

3. Personal Services Cost Estimates

The Budget and Fiscal Branch, EO/OL (B&F/EO/OL) will prepare the dollar requirements based on the FY 1970 Congressional Budget and distribution of personnel positions by the Director of Logistics.

4. Nonpersonal Services Estimates

a. FY 1969 allotments have been received and each component's share is reflected in Column 2 of the attachment. Estimated total dollar obligations to be incurred in FY 1969 are limited to the amount shown.

b. The FY 1970 Congressional Budget has not been received to date. However, each component's share of the OL Office Estimate is shown in Column 6 of the attached format. In the event the OL Office Estimate is reduced, such reduction will be identified for the components concerned and you will be advised accordingly.

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- c. Estimates should be submitted as outlined in the attached format (columnar pad with sufficient columns may be used), including data as follows:

- (1) Column 1 - Organizational Unit, Cost Center, and Object Classes
- (2) Column 2 - FY 1969 Estimates - This estimate should represent obligations to be incurred in FY 1969 for all object classes except personal services. This estimate will be a combination of appropriate amounts shown on the Status of Funds Report (Form 1058) for the period ending 30 November 1968 and an estimate for the last seven months of FY 1969.
- (3) Column 3 - Nonrecurring and Discontinued Items - Indicate in this column the amounts included in Column 2 which are nonrecurring, i. e., amounts for completed projects or other items that will be reduced or discontinued by the end of FY 1969. Specifically, this column should reflect the value of one-time or infrequent costs such as rentals and purchases of equipment.
- (4) Column 4 - Continuing Base - These figures represent requirements to be continued into FY 1970 and are the net result of subtracting Column 3 from Column 2.
- (5) Column 5 - New Items - Indicate in this column estimated costs for new items, or increased costs for items already included in the continuing base.
- (6) Column 6 - Total Estimate for FY 1970 - Enter in this column the total of Columns 4 and 5. However, the costs in this column, including new items, may not increase the total fund requirements for FY 1970 beyond the total figure included for object classes 2100 - 3200 as shown on the attached format.
- (7) Columns 7, 8, 9, and 10 - Preliminary Estimate for FY 1971 - The procedure outlined above for FY 1970 should be followed to determine FY 1971 requirements. That is, Column 6 represents the base, reduced by Column 7 to provide for the continuing base in Column 8, increased by Column 9 to reflect in Column 10 the total estimate for FY 1971.

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- d. Amounts reflected in Columns 3, 5, 7, and 9 will be detailed and justified in narrative form on a separate attachment indicating the object class concerned. In addition, you are requested to submit on a separate attachment an itemization of the amounts shown in Columns 4 and 8 for object classes 2500 and 3100.
- e. All separate attachments will indicate the appropriate OL component and cost center.

5. Long Range Estimate, FY 1972 through 1975

Using the FY 1971 estimate (Column 10) as a base, indicate on a continuation of the format, or on a separate attachment, any increase or decrease for Fiscal Years 1972, 1973, 1974, and 1975, indicating by fiscal year the program or activity concerned.

6. The Planning Staff, OL, will prepare the narrative portion of the program proposal for FY 1971 - FY 1975 in conjunction with OL components concerned. The narrative will cover progress toward current objectives, objectives for the FY 1971 - FY 1975 period, program plans, and resources required to achieve these objectives. Attached is a copy of your division portion of the OL narrative which was submitted to the DD/S in February 1968. Please review such attachment and furnish a statement of progress and accomplishments against the objectives cited in last year's Program Submission. The statement should cover the period 1 November 1967 - December 1968.

7. Due Date

The required data must be submitted in duplicate to B&F/EO/OL no later than 24 January 1969. A schedule of hearings will be established at which time each division will have the opportunity to explain or answer any questions which may arise in connection with the program submission.

[Redacted Signature Box]

George E. Meloon
Director of Logistics

STATINTL

Att

STATINTL OL/PS: [Redacted] bd/2561

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